



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

09713-DPWH  
9-16-02

SEP 16 2002

DEPARTMENT ORDER)

NO. 252 )  
Series of 2002 )  
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X )

SUBJECT: **GUIDELINES IN THE HIRING OF NEW CASUAL EMPLOYEES IN THE DPWH PURSUANT TO DEPARTMENT ORDER NO. 71, s. 2002.**

Supletory to Department Order No. 71, s. 2002 and in view of the continuing effort of the government to streamline the bureaucracy and adopt fiscal discipline measures, the following guidelines are hereby strictly imposed, in the hiring of new casual employees in the DPWH, to wit:

1. Request for authority to hire new casual employees shall be accompanied by the corresponding justification on the need for them and the budgetary requirements including wages and mandatory financial benefits (Christmas Bonus, etc.), to assure that funds are available for the purpose for one whole year upon effectivity of the appointment.
2. Hiring of casual computer operators shall be limited to at most 1 computer operator for each division/section, if computer machines are available.
3. Hiring of casual employees under the Crafts and Trades Group shall be limited to Drivers and Laborers who shall be assigned to perform the actual job in the project sites and in no case shall they be assigned to perform office work.
4. For each request to hire new casual employees, the list of existing casual and job order employees under each Region/District/Office shall be submitted as reference.
5. The Central Office, including the Services, Bureaus and Project Management Offices, are instructed not to hire additional casual employees to avoid previous similar problems in the sourcing of funds to finance mandatory benefits and preclude possible imposition of forced leave and/or rotation of casual employees, due to lack of sufficient funds for the purpose.

For strict compliance.

  
**SIMEON A. DATUMANONG**  
Secretary